PUBLISHING BOARD

JCS Declassification/Release Instructions on File

2.

4.

3. Orders

					POSITI	ON QUESTIO	NNAIRE		
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	3.	State Age	Dept.	<u>, </u>	SA-E. Subdivisi	OCL on (Branch	, Section	, Subsection,	Desk)
	5.			to Chies		<u> </u>	Graphic Reprodu Section	ction 7.	Unit
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(use reverse side if necessary)

(OVER)

PERCENTAGE OF TIME

DUTIES

- 5. Prepares the Plans Fouch. This involves: a) Ordering the pouches; b) preparing the pouch label with table of contents and index sketch map; c) ordering and preparing corner tabs; d) ordering imprint material for the back of each plan and e) checking the assembly of plans at the Army Map Service before final distribution.
- 6. Determines amount of reduction necessary for all black-line 110% refigures and marks same with size specifications for printer, indicating final figure sizes on caption lists, etc.
- 7. Administrative duties include:
 - a) Final checking of editors' orders to see that reproduction of all graphic material has been arranged for.
 - b) Maintaining graphic progress records and monthly time reports.
 - ordering all drafting equipment and maintaining type orders.
 - d) Checking to see that all maps have been sent to the Board on Geographical Names for name check.
 - e) Other duties as assigned by the Board.

I.S.P.B. Position Questionnaire (Con'd) Approved For Reléase 2007#1499i CHALEDPF981147A000200040006-7

- 9. Give your immediate supervisor's name and title. Mrs. Margaret Mace Kingman Chief, Graphic & Reproduction Section
- 10. Does your supervisor give your work to you? ______ no. If not, who does? (Name and title) ______ Individual editors & Wrs. Kingman
- 11. What is the status of work when it is routed to you? In the form of orders submitted by the Editorial Section, requesting graphic material be prepared and ordered for reproduction.
- 12. Who checks your work? (Name and title) Editors check work done for them and Mrs. Kingman reviews any unusual problem.
- 13. How is your work checked? The greater part of my work is conducted without the direct supervision of my immediate supervisor and a complete check of the material I handle is impossible.
- List any unusual features of your work which you consider important.

 It is necessary to be thoroughly familiar with all technical instruments and materials used in cartography and to supervise their use, to have a thorough knowledge of all types of graphic material, i.e., line-cuts, half tone aerial mosaics, photographs, acetate overlays, chipboards, etc, and to be familiar with the most economical and expeditious methods of reproduction.

 Throughout, because of publication deadlines, there is constant time pressure and work must be assigned and handled accordingly.
- If your work involves the direction or supervision of others, planning of work, assignment of work, discipline of subordinates, inspection, review, or approval of work or reports prepared by others, give the names and titles of employees so directed or supervised. If more than four persons are supervised, merely give number and titles.

 Supervision of 4 draftsmen and a map clerk, technical advice to proofreader, Assit. & Chief of Art Unit, Chief of Map Procurement, and review of secretarial work done by Chief clerk and typist on special projects.
- 16. Certification of Completeness and Accuracy. I certify that, to the best of my knowledge, the above statements are true, accurate, and complete.

Signature	of	Employee	Date

17. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience?

Except for new and/or unusual problems which arise, the incumbent requires little supervision. She is able to answer contributor's queries on the preparation of graphic material and has clear understanding of the problems of graphic production. She maintains liaison with the graphic sections of the contributing agencies and is clear and understanding in the discussion of map and graphic problems at conferences with the contributors.

Experience in all types of drafting and cartographic problems is necessary for this position. Also, the ability to understand the problems of outside agencies with varying cartographic and graphic equipment and personnel. The present incumbent has the necessary experience for this position.

I certify that, to the best of my knowledge, the above statements are true and that the work outlined in this questionnaire is actually involved in the position described.

POSITION QUESTIONNAIRE

			POSIT	ION QUESTIC	ONN/IRE				
1.	Name	(Last)	(First)	(Įnitial	2.	CSC Cla	ass and	Grade	manager or according to Miller and the
		FLEE T	CARROLL	T.		Clerk,	CAF-3	(\$ 2394)
3.	War Dept. Agency		4. Executi Subdivis	ve Divisio ion (Branch	n, Plans n, Sectio Graphi	on, Subs	licy Br section	anch , Desk)	- adoles
5.	Graphic C JISPB	Clerk Position	Title	-	Section Section		7•	Unit	
8.					*				
	duties i duty. (estimate	n order of List any of the p	cies. What of their im machines of percentage eet if nece	portance, a r special of of time ea	starting equipment	a new p	oaragra) Give	ph for e your be	each
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1.	Maintnance Section.	This inv	olves:	-					
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J.I.S.P.B. Position Questionnair (Con'd) Approved For Release 2901/11/19: QIA-RDR79-01147A000200040006-7

- 9. Give your immediate supervisor's name and title. Dorothy D. Comstock, Ass. t. to Chie 10. Does your supervisor give your work to you? __x yes __no. If not, who does? (Name and title)_ 11. What is the status of work when it is routed to you? Material for keying and filing in various stages of production. Drafting work in form of rough drafts with written or oral instructions. 12. Who checks your work? (Name and title) Dorothy D. Constock, Ass't to Chief. Mrs. Kingman, Chief. Indirectly, all members of the staff. 13. How is your work checked? Since the files are used by all members of the staff, they maintain a constant check on the accuracy of the keying, logging and filing. An error of any type would cause delay in production and errors in keying could cause errors in the printed copy.

 List any unusual features of your work which you consider important. In order to have a th rough understanding of this work, it is necessary to be familiar with all types of graphic and text material handled in this office. The graphic material consists of aerial photographs, aerial mosaics, acetate overlays, film positives, bluelines, chipboards, halftones, linecuts, etc., and I must distinguish between these and handle them accordingly. The text material consists of original copy, marked copy, salleys, page proof, unjustified proof, justified proof and blueprints and I must recognize each. Also I must be able to sort material according to JANIS chapters which requires an overall knowledge of lf your work involves the direction or supervision of others, planning the publiof work, assignment of work, discipline of subordinates, inspection, cation an review, or approval of work or reports prepared by others, give the names its con-and titles of employees so directed or supervised. If more than four tents. persons are supervised, merely give number and titles. 16. Certification of Completeness and Accuracy. I certify that, to the best of my knowledge, the above statements are true, accurate, and complete. Signature of Employee Date 17. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience? When the work-load of the section is heavy and deadlines have to be met. complete supervision is not exercised and, therefore the work must be always complete and accurate. The incombent shows initiative and good judgement in
- the setting up of new files and systems which are approved and reviewed by the constant use of members of the staff.

Experience in recognizing and classifying material in various stages of production, and various color overprints in negative form and most necessary for this position. The present incumbent has this experience.

I certify that, to the best of my knowledge, the above statements are true and that the work outlined in this questionnaire is actually anvolved in the position described.

Signature of Supervisor --Title and Grade

POSITION QUESTIONNAIRE

1.	Name (Last)	(First)	(Initial)	2. CS	SC Class ar	nd Grade	P -3	
	GIMEL	KERMIT	v.	. (Cartograph	er (\$4275	5.00)	
3•	Mavy Department Agency	4. Office Subdivis	of Naval Intion (Branch,	elligence Section Graphic	, Subsection	on, Desk)		
° 5∙	Assistant to Chi JISPB Positi				tion 7.	Art Unit	er Territorium	
8.	Describe your d		do man do o	ad how de	- TOU do 11	+2 Tict	7701179	
**************************************	duties in order duty. (List an estimate of the an additional s	y machines of percentage heet if nece	r special eq of time each	uipment ı	used.) Gir ent on eacl	ve your b h duty.	est Use	
	I.	DUTIES			PERCENTA	GE OF TIM	Æ .	
2.	Is responsible for of air mosaics, tion of air phot specifications f Assists thief in the tones for reproduith sizes and c Assists chief in a make-up pages an and blueprints f of heads, figure	the interpre- tographs, and for retouching desing the be- duction and marks for dayout and pand the review for layout an	station and a the prepara of and croppi act originals whing halft or reproducti of all page of correct pl	nnota- tion of ng. of half ones on. my proofs	See P	ara gr a ph	17,Page 2	2.

J.I.S.P.B. Position Questionnair (Con'd) Approved For Release 2994614/49siGkA-RDR79-01147A000200040006-7

- 3	
9.	Give your immediate supervisor's name and title. Lt. Cmdr. Ralph Whitney, Chief,
10.	Does your supervisor give your work to you? X yes no. If not, who does? (Name and title)
11.	What is the status of work when it is routed to you? Edited photographs with editor's requests for annotation, omounting, etc. Galley and page proofs for
12,	makeup and review. Who checks your work? (Name and title) Lt. Cmdr. Whitney, Chief, Art Condens
13.	Mrs. M:M.Kingman, Chief, Graphic and Reproduction Section, Chapter editor How is your work checked? Against editor's orders for photographs and
• د ـ	against galleys for page nakeup.
14.	List any unusual features of your work which you consider important. At present I am becoming acquainted with the various aspects of the work
	of the Graphic and Reproduction Section by doing apprentice work in each of the stages of preparation of JANIS.
15.	If your work involves the direction or supervision of others, planning
±,/•	of work, assignment of work, discipline of subordinates, inspection, review, or approval of work or reports prepared by others, give the names and titles of employees so directed or supervised. If more than four
	persons are supervised, merely give number and titles.
16.	Certification of Completeness and Accuracy. I certify that, to the best of my knowledge, the above statements are true, accurate, and complete.
	Signature of Employee Date
	Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience? Mr. Gimmel has been with the Graphic and Reproduction Section since 24 June 1947, and in order to acquaint himself with the work of the section and in order to indicate to use where his abilities lie, has performed (besides the duties outlined in Paragraph 8 above) miscellaneous duties such as the proof-reading of a set of galleys, the preliminary editing of "Gazetteer and appraisal" of JANIS 71, the preparation of a work sheet and drafting specifications for an overlay for the JANIS base on "Topographic Map Coverage", etc. We has previously been with the section as a carbographer and of fisman and at that time became well-acquainted with the work of the Cartographic Batt. His experience in the Mayy Reproduction Section has given him recognition of the possibilities and requirements of reproduction processes such as; offset, photostat, ozalid, ditto, mimeograph, multilith, photography (including microphotography). As cartographer he has had experience in the construction of map projections, the evaluation and editing of maps and charts, etc. We hope to make use of this experience as he becomes oriented in the work of the section.
	I certify that, to the best of my knowledge, the above statements are true and that the work outlined in this questionnaire is actually

Signature of Supervisor -- Title and Grade

involved in the position described.

POSITION QUESTIONNAIRE

	Name (Last)	(First)	(Initial)	2. CSC Class and Grade
	<u>um</u>	DOROTHY	K.	Editorial Clerk (\$31h6,h0)
	Agency Assistant to Chie JISPB Positio	Subdivisio of (Production)	6. Rep	ier Branch stion, Subsection, Desk) aphic & reduction 7.
	duties in order duty. (List any	of their impo machines or percentage of	rtance, starti special equip time each wee	how do you do it? List your ing a new paragraph for each ment used.) Give your best ek spent on each duty. Use
	DU	TIES		PERCENTAGE OF TIME
•	As Assistant to 0	hief (Product	ion). assumes	504
	responsibility and correctness and clears all stages of print Chief, is prepa on status of al printing, and t mittal of mater	for final eri s of proofs of proofs throug ting. In the ared to furnis il material su to direct and	tical review all chapters h the various absence of th h information buitted for approve trans	
	As Editorial Assi en changes and proof; informs from JANIS styl piles notes on practices for J editorial staff compiles or con Effective Pages	corrections in Editor in Chi is and of other proposed chan MANIS and reco meetings. We spletes manusciples	n manuscript of of departu r errors; com ges in editor mends same a hen necessary ript of List	or res ial
k . 1	Gopy editing: pre- marks type size indention, etc., including text, captions, table tive pages, let imprint. Submi regarding forms	e and face, on ,, of all manns, , extract, tex) of contents, ther of promulity to the thi its to the thi it specificati	pitalisation, soript materia t footnotes, list of effe- gation, and of, suggestion ons, especial	al, o-
	as necessitated content for whi make no provisi	ch standard s		

J.I.S.P.B. Position Questionnair (Con'd) Approved For Release 20016141951GIA-RDR #9-01147A000200040006-7

9. Give your immediate supervisor's name and title. (Mrs.) N. M. Kingman; Chief Carphic & Reproduction Section 10. Does your supervisor give your work to you? 1 yes no. If not, who does? (Name and title) 11. What is the status of work when it is routed to you? As edited manuscript, galleys and page proof (letter press) or let and 2d proof and blueprints (offeet). Tho checks your work? (Name and title) Dr. Heigs, Miltor in Chief; Dr. Sharpe, Deputy Editor in Chief: Chapter editor, and, in final form, all readers of MANCA 13. How is your work checked? by the type setter and proofresders at the printing establishments; by members of the JISPS staff in the reading of chapters. 14. List any unusual features of your work which you consider important. During mark-up, incurbent, as experienced editorial proofresder, can comtimes catch editorial oversights, inconsistencies in spelling, grammer, esquence of heads, contradictory figure or text references, and other discrepancies which would prove costly if allowed to go into let proof.
Incumbent reads all chapters of JANIS and is able to detect conflicts with related saterial in other shapters, or to recommend cross-referencing with other chapters. 15. If your work involves the direction or supervision of others, planning of work, assignment of work, discipline of subordinates, inspection, review, or approval of work or reports prepared by others, give the names and titles of employees so directed or supervised. If more than four persons are supervised, merely give number and titles. Leguance of instruction: to IRM Electromatic (Commercial) first dreftsmen (2) SP-7, (1) SP-6; typicts (2) CAF-6, (2) CAF-), regarding corrections on let & 2d proofs (effect). JEFS has vacancy for proofreader to work under insumbent's direction, but being dependent on other agencies to assign personnel to it, JEFB has not been able to fill this position, . 16. Certification of Completeness and Accuracy. I certify that, to the

best of my knowledge, the above statements are true, accurate, and complete.

Signatury of Employee 23 July 1947

17. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience?

Because JAHIS is reproduced variously by straight letterpress printing, offset lithography from reproduction sogy prepared on electromatic typesriters, and offset lithography from linetype reproduction proofs, incumbent must have a thorough knowledge of a wide variety of printing processes and the advantages, limitations and specialized techniques of marking, handling, and proofing text and illustrative matter in each stage of each process.

Insumbent has a clear comprehension of the problems of this work and is a conscientious worker. Very little supervision is needed except with unusual problems. Experience in production problems is necessary for this job. The present incushent is exceptionally well-fitted and able in this position.

> I certify that, to the best of my knowledge. the above statements are true and that the work outlined in this questionnaire is actually involved in the position described.

POSITION QUESTIONNAIRE

TOSTITOW WORDSTONWALTED	
	CSC Class and Grades P.7 (\$3397.20) r. Topographic Draftsman
3. Army Lap Service 4. Engineer Research Section Agency Subdivision (Branch, Section	n, Subsection, Desk)
5. Assit to Chief, Man Procurement Sect. 6. curement JISPB Position Title Section	7
Describe your duties. What do you do and how duties in order of their importance, starting a duty. (List any machines or special equipment estimate of the percentage of time each week span additional sheet if necessary.	a new paragraph for each used.) Give your best
DUTIES	PERCENTAGE OF TIME
1. Separation Drafting: Drafting of separation boards of hydrography open water tint, border and grid, administrative names for JANIS base map.	
 Preparation of compilation base ap: Discussion with Chief, Map Procurement Section, and Director, JISPB on merits of possible maps to be used as source for the JANTS base ap. Ordering of blueline chipboard of source map. Drafting compilation map from source map (4) Consultation with proper authorities on correct placement of boundaries 	35%
 (5) Securing of recommendations of the Board or Geographical Names for all place names; ordering of type for these names. (6) Consultation with Topographic Branch, G-2, on correct relief and hydrography and checking of relief plate against JANIS base (7) Preparation of reproduction orders for blueline chipboards and paper prints (preliminary bluelines) for distribution to contributors. 	
 Assisting the Chief, Pap Procurement Section: To procure all the reference maps, related publications and all maps that could possibly be used as a source for the JANIS base. 	
 (2) To maintain complete map files and return to lender or destroy file maps when they have served their purpose. (3) To make a study of maps in the JAMIS area in compilation at other map-making agencies. (4) To check map evaluation chapters of JAMIS. (5) To make direct contact with various agencies on special coverage studies. In such instances The Map Procurement Section is responsible for the safe conveyance of manuscript, color pulls, and classified correspondence to and from the various agencies. 	

J.I.S.P.B. Position Questionnair (Con'd) Approved For Release 2001 #1749 & CEA-RD #79 & 1247 A000 2000 40006-7

- 9. Give your immediate supervisor's name and title. George Robertson, Chief, Map
 Procurement Section.
- 11. What is the status of work when it is routed to you? Copy of source map with indication of JANIS boundaries. Oral instructions on map procurement.
- 12. Who checks your work? (Name and title) <u>Wrs. M.M.Kingman, Chief, Graphic</u> and Reproduction Section, <u>Louis O.Quam</u>, <u>Director of JISPB.</u>, <u>George Robertson</u>, Chief Map Procurement Section.
- 13. How is your work checked? By comparison with source map and additions or corrections to be hade from data received from agencies responsible for correct delineation of hydrography, relief, boundaries, names, etc. Copies of finished hap are sent these agencies for final review.
- List any unusual features of your work which you consider important.

 Contact with users of the JANIS base map in its preliminary phase which require decisions as to takeup of separation boards on current and future studies. Each study is a different problem with varying decisions to be hade, and new contributors with varying types of cartographic equipment add to the problems to be solved in making the base map of the most use to the most people.
- 15. If your work involves the direction or supervision of others, planning of work, assignment of work, discipline of subordinates, inspection, review, or approval of work or reports prepared by others, give the names and titles of employees so directed or supervised. If more than four persons are supervised, merely give number and titles.
- 16. Certification of Completeness and Accuracy. I certify that, to the best of my knowledge, the above statements are true, accurate, and complete.

Alvin Statishen 2 July 194; Signature of Employee Date ()

17. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience?

After initial instructions are given, incumbent requireslittle supervision. Since the JANIS base map is used by all contributing agencies as work maps and as guide or base for overlays, and after publication is used as a source by many JANIS users, incorporation of latest details and accuracy are of highest importance.

Good cartographic judgement on detail to be used and solving of questionable details, proficiency and accuracy in drafting acquired from careful training and good experience is necessary for this position. The incumbent has had excellent experience and shows initiative and ability in the position.

I certify that, to the best of my knowledge, the above statements are true and that the work outlined in this questionnaire is actually involved in the position described.

POSITION QUESTIONNAIRE

1.	Name (Last) (First) (Initial) 2.0	CSC Class and Grade SP-7
	Welton Louise T.	Cartographic Draftsman (\$3271.80)
3.	War Department Agency 44 MDGS. Topographic Branch, Subdivision (Branch, Section Graphic	G-2 n, Subsection, Desk)
5∢	Chief Draftsman JISPB Position Title 6. Reprod Section	uction 7. <u>Cartographic</u> n Unit
8.	Describe your duties. What do you do and how duties in order of their importance, starting a duty. (List any machines or special equipment estimate of the percentage of time each week span additional sheet if necessary.	a new paragraph for each used.) Give your best
	DUTIES	PERCENTAGE OF TIME
1.	Supervises the work performed by the members of the drafting force. This involves: a. Ascertaining correct priorities and assigning work accordingly b. Outlining the correct method of presentatio of individual jobs to each draftsman and answering queries concerning drafting techniques and subject matter.	20%
	c. Checking on maps in progress, explaining all corrections noted. Throughout there is the resp nsibility of seein that this material is completed by assigned dealines which requires the exercising of independent judgement concerning the quickest methods of technical presentation.	4-
2. I	reforms the more difficult drafting projects requiring a thorough knowledge of the use of all technical instruments. This involves the drafting of the more intricate town plans, pro/files, maps of 3-5 color plates, etc. In addition, there is the layout of titles and legends, the planning of organizational charts	60%
3. 0	for the correct reduction size for JANIS. Thecks the overlays for the JANIS base wap agains the basic plates to avoid duplication and confusion of lettering and symbols. This frequently requires the reregistering of all plates, the substituting of abbreviations and various type sizes, and the rearranging of conflicting technical data.	
4. A	dditional duties include the ordering of type an maintaining type order records and records on t status of all material in the construction unit. Other duties as assigned by the Board.	he 5%

J.I.S.P.B. Position Questionnai (Con'd) Approved For Release 2004/11/49:104A:RDP79-01447A000200040006-7

9.	Give your immediate supervisor's name and title. Dorothy D. Comstock, Ass't to
10.	Does your supervisor give your work to you? X yes no. If not, who does? (Name and title)
רר	What is the status of work when it is routed to you? Written specifications
	for construction of new maps; illustrative material with lists of corrections and/or additions.
12.	Who checks your work? (Name and title) Dorothy D. Comstock, Ass't to Chief; Margaret M.Kingman, Chief; individual chapter editor.
	O 1 to the moderation liet
	How is your work checked? The work is proofed against the specifications list by the Ass't to the Chief for accuracy in plotting, construction, spelling of names, etc. Technical details of drafting and overall appearance are checked by the Chief. Final check of printed illustrations by JISPB staff and JANIS readers.
14.	List any unusual features of your work which you consider important. The work involves knowledge of the use of all drafting instruments and materials, principles of layout and some knowledge of cartography. The work is classified and security measures are maintained. Unusual problems in the registry of multi-colored maps due to shrinkage and expansion of paper or acetate have to be solved. Also other problems in the preparation of
	material for reproduction.
15.	If your work involves the direction or supervision of others, planning of work, assignment of work, discipline of subordinates, inspection, review, or approval of work or reports prepared by others, give the names and titles of employees so directed or supervised. If more than four persons are supervised, merely give number and titles. 2 assistant draftsmen
16.	Gertification of Completeness and Accuracy. I certify that, to the best of my knowledge, the above statements are true, accurate, and complete.
	Signature of Employee Date
17.	Comments of Immediate Supervisor. Explain any inaccuracies or incomplete
J. / •	statements. State exactly extent of supervision and direction employee

position. What experience is necessary for this job? Does the present incumbent have this experience?

The employee at times also assists on compilation problems in the. construction of the JANIS base map, and in the retouching and annotating of photographs.

The written drafting specifications are complete enough so that a minimum of supervision or direction is needed in addition. When the work load is heavy and deadlines imminent, the employee works quickly under

Experience in drafting, the use of drafting tools and techniques, layout and graphic presentation, elementary knowledge of cartography concerning plotting of geographical locations and layout of maps, and some knowledge of the processes of lithographic and linecut reproduction are necessary. The present incumbent has this necessary knowledge and experience.

> I certify that, to the best of my knowledge, the above statements are true and that the work outlined in this questionnaire is actually involved in the position described.

Signature of Supervisor -- Title and Grade

POSITION QUESTIONNAIRE

1.	Name (Last) (First) (Initial) 2.0	CSC Class and Grade
		ieut. Commander, USNR
3	Agency Subdivision (Branch, Section	n, Subsection, Desk)
5.	the state of the s	REPRO ART & MANDUP
	JISPB Position Title Section	U. OUTD
8.	Describe your duties. What do you do and how duties in order of their importance, starting duty. (List any machines or special equipment estimate of the percentage of time each week san additional sheet if necessary.	a new paragraph for each used.) Give your best
	DUTIES	PERCENTAGE OF TIME
1.	Supervise the work done by the Art & Makeup Section. This involves: a. Ascertaining required priorities and scheduling work accordingly. b. Outlining correct method of presentation to assistant and to members of drafting section assigned to assist in annotating, etc.	10%
	c. Acting in liaison with editorial department to assure correct presentation of illustrative material.	
	This position involves the responsibility of meeting required deadlines without sacrificing quality of presentation.	
2.	Prepare graphic material (photographs, maps, che diagrams, etc.) supplied by editorial section for transmission to photo-engraver. This involve a. Marking all material for desired cropping, size, and scale of reduction. b. Retouching photographs which are not con-	30%
	sidered sufficiently clear for proper repr duction. This, in most cases, is difficult and exacting work, since much of the mater is of poor technical quality, and requires extensive and extremely judicious retouch to preserve and emphasize significant data	lt rial 3 Ing
	With foreign or captured enemy material, previous annotations must be deleted (with out obscuring vital features) and new annotations inserted.	
3• .	Layout of type pages. This involves careful planing to insure that all tables and figures appear in proper juxtaposition to their text references that facing pages preserve a becoming balance, a that the most attractive possible typographic and	azi 3; 30% and
	angement be achieved throughout. This is done in close collaboration with the chapter editor to assure mutual satisfaction.	
4•	In the case of reproduction from blueprints made from IBM Proportional Spacing machine, make mind corrections in tables and text pages. This invo IBM machine typing, respacing, retouching and splicing.	or

DUTIES (Continued)

PERCENTAGE OF TIME

5. Check engraver's proofs of graphic material to see that best possible results have been obtained from specimens submitted, and that plates will print clearly, and, in the case of maps or charts, legibly.

10%

6. Check final proofs (type and engravings) to see that approved layout has been adhered to. In the case of reproduction from blueprint, check for flaws (broken letters and numerals, rules, etc.) that may need retouching for clean finished results.

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Eggs * The eggs of section of the se

10%

J.I.S.P.B. Position Questionnaire (Con'd) Approved For Release 2001/11/1/19siGtA-RDR 49e01147/A000200040006-7 Margaret Kingman, Chief of Give your immediate supervisor's name and title: Graphic and Reproduction Does your supervisor give your work to you? X yes ___no. If not, who does? (Name and title) What is the status of work when it is routed to you? Tlustrative material has bee selected by chapter editor, who sends order specifying size desired, indicates cropping desired, etc. Type proofs are in galley form for makeup.

12. Who checks your work? (Name and title) Mrs. Kingdan e, Chief of Graphic and Reproduction; Dr. C. F. S. Sharpe, Deputy Editor-in-Chief, also particular editor of chapter involved. Work is checked for accuracy of adherence to chapter How is your work checked? editor's order, also for correctness of annotations. Retouching is checked by chapter editor to insure that significant details have been retained, or, if desired, accentuated; layout is checked for accuracy, placement of tables and figures, etc. List any unusual features of your work which you consider important.

Knowledge of reproduction techniques is necessary, also ability to use drafting equipment. Twenty years' experience as a commercial artist and designer, and art editor for Cosmopolitan Magazine supply valuable background in taste and judgement. 15. If your work involves the direction or supervision of others, planning of work, assignment of work, discipline of subordinates, inspection, review, or approval of work or reports prepared by others, give the names and titles of employees so directed or supervised. If more than four persons are supervised, merely give number and titles. Gimmel, Kermit, P-3. Assistant to Chief, Art and the Hone Unit Indirect supervision of 3 draftsmen on photo retouching and art problems. Certification of Completeness and Accuracy. I certify that, to the best of my knowledge, the above statements are true, accurate, and

complete.

E. Whiting 14 Jul

17. Comments of Immediate Supervisor. Explain any inaccuracies or incomplete statements. State exactly extent of supervision and direction employee receives. Indicate any unusual features of or factors involved in position. What experience is necessary for this job? Does the present incumbent have this experience?

The incumbent is also consultant on all art problems of design and layout, esp-

ecially in reference to covers, binders, typography. etc.
Little supervision is required except with unusual problems, or when a heavy work-load means constant pressure to insure the meeting of deadlines where strict priotity and sequence of work is necessary.

The position requires ability to handle art, Hayout, makeup and photographic problems. The incumbent has the ability, training and experience necessary for the position.

> I certify that, to the best of my knowledge, the above statements are true and that the work outlined in this questionnaire is actually involved in the position described.